



Election Preparation

1. Documents

1. What If
2. Election Day Guide
3. Certification materials
4. Moved voter sheet
5. Voter ID guide



Setting Up & Opening the Polls

1. Certification Guide - Chapter 2
2. New DS 200 Optical Scanner
3. Video Short...



Setting Up & Opening the Polls



Setting Up & Opening the Polls

1. Certification Guide - Chapter 2
2. Follow the step-by-step instructions
3. Be sure DS200 is plugged in BEFORE you begin turning on the DS200
 - It will not auto power unless plugged in
 - Follow the Set-Up Guide
 - Diverter – separates Write-Ins
 - ALL Write-Ins will be on the RIGHT side of the ballot box when the polls close



Setting Up & Opening the Polls

1. Certification Guide - Chapter 2
2. Follow the step-by-step instructions
3. Don't experiment with the equipment
 - They cost \$6,000 each
 - Please be careful when opening and closing the equipment. Do not pull on the power cord that is been attached to the ballot box

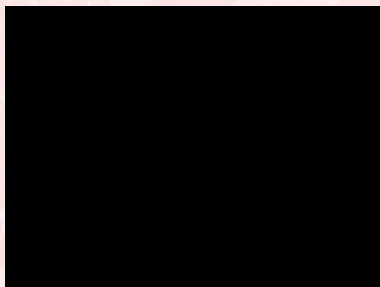


Closing the Polls & Packing Up

1. Certification Guide - Chapter 3
2. Closing DS200 Optical Scanner
 - Be Sure To Check the Emergency Ballot Bin BEFORE you begin the shutdown sequence! Follow Page 4 of the DS200 guide. If you forget you will have to hand count ballots and add those hand counted ballots to the tape results and complete the entire SOR. Check to make sure all ballots are run through the machine BEFORE to close!



Closing the Polls & Packing Up



Closing the Polls & Packing Up

1. Leave no ballots in the ballot box
 - Check the Uncounted Ballot bin
2. Process Green Provisional Ballots properly
3. DS200 will auto power down
4. Be sure to lock the lid with round key
5. Pack Cage Properly
 - Make sure Precinct ID card faces out



Closing the Polls & Packing Up



DS200

- Digital Optical Scan Vote Counter



DS200

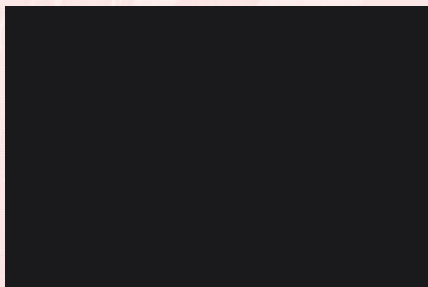


AutoMark Chapters 4-6

1. The AutoMark is heavy and somewhat awkward
 - Do NOT try to move it alone
2. Be sure to lock cage wheels before removing or replacing in cage
3. Replace on top shelf using 2 people
 - Long handle to the left
 - Secure with hook



AutoMark Chapters 4-6



AutoMark Ring



AutoMark Chapters 4-6

1. Set the AutoMark up so that a voter will have sufficient privacy
 - Proper positioning of screen
2. May not help the marginally disabled
 - Partial blindness
 - Hearing aids – no headphones
3. Can help with dexterity issues
 - Arthritis or other problems which preclude filling in the oval on the ballot

AutoMark – Assisting Blind

1. Certification Guide – Chapter 7
2. Written by Dr. Peggy Fields, Virginia Department for the Blind and Vision Impaired.
 - Be patient
3. Deaf and Blind?



What Is YOUR Job at the Polling Place

1. Chapters 8 – 10 and Chapter 12 provide information on the various positions, duties and responsibilities of you, the Officer of Election.

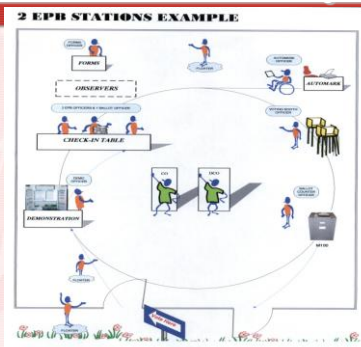


What Is YOUR Job at the Polling Place

1. Chief/Deputy Chief Officer
2. Demonstration Officer
3. Pollbook Officer
4. Ballot Officer
5. Forms Officer
6. Voting Booth/AutoMark Officer
7. Ballot Counter Officer
8. Process Write-In Votes



What Is YOUR Job at the Polling Place



Electronic Pollbook Chapter 11



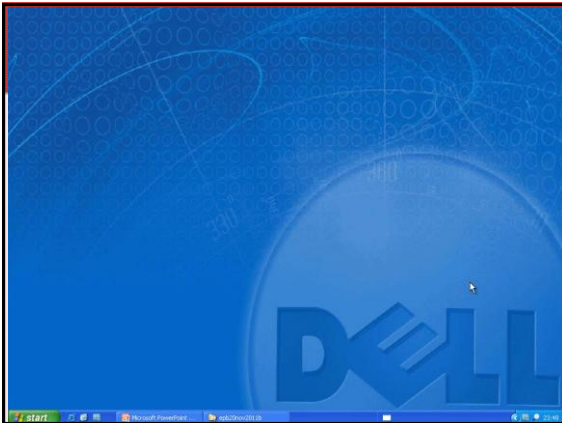
Switch (hub) plugged on Battery Side



Some
cables may
be gray
instead of
blue.

Full EPB Setup





Electronic Pollbook Chapter 11



Voter ID

Chapter 13

Photo ID NOT required

ARE YOU ELECTION READY?

Virginia Voter ID- *It's just that EASY!*

A voter must present an acceptable form of identification prior to voting. There are both photo and non-photo ID options. The list of acceptable ID:

- Commonwealth of Virginia Voter Registration Card
- Valid Virginia Driver's License
- Any other identification card issued by a government agency of the Commonwealth
- or -
- any of the following individuals - use the United States
- Any valid student identification card issued by any institution of higher education located in the Commonwealth of Virginia

- Any valid employee identification card issued containing a photograph of the employer and issued by an employer of the voter in the ordinary course of the employer's business
- A copy of a current utility bill
- A copy of a current bank statement
- A copy of a current government check
- A paycheck that shows the name and address of the voter
- A completed handgun permit
- Social Security Card

Any voter who does not show one of the forms of identification listed above will be asked to receive a provisional ballot and must supply a copy of their identification before their vote can be counted.

Visit www.idv.virginia.gov for more information.

Provisional Ballots – Chapter 14

[illegible]

Provisional Ballots – Chapter 14

Provisional Ballots – Chapter 14

PROVISIONAL VOTE—ID ONLY
(PLACE VOTED BALLOT IN THIS ENVELOPE)
PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.

RESIDENT NAME OF PRECINCT _____


FIRST NAME _____ FULL MIDDLE OR WADEEN OR ANY PRIOR LEGAL NAME _____ LAST NAME _____ SUFFIX, IF ANY _____

COMPLETE RESIDENCE ADDRESS (INCLUDING ZIP CODE) _____ (DATE MOVED HERE) _____

IF ONE, RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS (INCLUDING ZIP CODE) _____

SOCIAL SECURITY NUMBER _____ GENDER ☐ Male ☐ Female BIRTHDATE _____ AREA CODE _____ DAYTIME TELEPHONE NUMBER, IF ONE _____

Privacy Act Notice: This form requires your Social Security number for identification and to prevent fraud. Your application will be denied if you fail to provide your Social Security number or any other information necessary to determine your qualification to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia, and the Virginia Government Data Collection and Dissemination Support Act) authorize collecting the information and permit its use to official purposes only. 88B-4830 REV 7/2012



Provisional Ballots – Chapter 14

OFFICE OF ELECTIONS Use this envelope only when a voter whose name is on the pollbook does not have the required identification. For voters who registered by mail without providing identification, this is their first time voting in a local election they must present an identification document containing either their photograph or both their name and address (Social Security cards do not fulfill this requirement). If any other identification applies to the voter, a regular provisional ballot envelope must be used. Have voter complete the top portion. Read the statement below to the voter and have the voter verify the information and sign. You also must sign. Voter must vote a paper ballot and seal the voted ballot in this envelope. Enter voter's information in Precinct Provisional Ballot Log. Do NOT seal pollbook. Election Board will examine voter qualification. If voter returns with proper identification, check the box in bottom section, sign, date, and attach a copy of the document.

STATEMENT OF VOTER - I hereby state, subject to felony penalties, that I am qualified and registered to vote in this precinct; to the best of my knowledge, I am not disqualified from voting by the Constitution and laws of this Commonwealth, and my registration is not subject to cancellation. The information given on the reverse side of this document is true and correct, and I have not voted and will not vote in this election at any other time or place.


WARNING: INTENTIONALLY MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL, AND/OR FINED UP TO \$2,500.

SIGNATURE OF OFFICER OF ELECTION _____ SIGNATURE OF VOTER _____

DATE _____

☐ Voter later provided a copy of identification (attach copy)

SIGNATURE OF ELECTIONS OFFICIAL _____ DATE _____ 88B-4830 REV 7/2012



Summary

1. Please READ the materials provided
 - a) Be familiar and comfortable with the set-up and operation of the equipment
 - b) KNOW YOUR duties.
2. DO NOT COME UP WITH YOUR OWN ANSWERS
 - a) If you don't know what to do, ASK!
 - b) You can be held responsible for a wrong action.
3. How well you do your job impacts the level of voter confidence in Chesterfield County

